

**SUPERVISOR OF ACADEMIC INSTRUCTION,
CORRECTIONAL FACILITY**

**JOB ANALYSIS
BACKGROUND INFORMATION**

Date of Study: January 28 – 30, 2002

Collective Bargaining Identification: S03

Job Analysis Conducted By: Mary Sue Bautista, Staff Services Manager I
Personnel Examining Section, CDC

Number of Incumbents: There are 54 incumbents in this classification
per Department of Corrections Filled/Vacant Position
Report dated December 31, 2001.

Names of the Subject Matter Expert(s) and their background:

Ken Luhrs, Supervisor of Correctional Education Programs, California Institution for Men
Mr. Luhrs has 19 ½ years with the California Department of Corrections. He has supervised the Supervisor of Academic Instruction classification for nine years.

Cynthia Semel, Supervisor of Academic Instruction, California Men's Colony
Ms. Semel has worked for the California Department of Corrections for 10 years. She has been a Supervisor of Academic Instruction for 3 years. She has also worked out of class as a Supervisor of Correctional Education Programs for 6 months.

Rob Churchill, Supervisor of Correctional Education Programs, CDC Headquarters
Mr. Churchill has worked for the California Department of Corrections for 8 years. He has been a Supervisor of Academic Instruction and Supervisor of Correctional Education Programs for 7 years.

SUPERVISOR OF ACADEMIC INSTRUCTION, CORRECTIONAL FACILITY INFORMATION GATHERING

The initial list of task and knowledge, skills and abilities statements were identified after conducting a literature review which consisted of:

- Supervisor of Academic Instruction Job Specification
- Duty Statement

Other sources were viewed for information (e.g. exam history folders, class file) however, the information was not relevant to the job analysis and therefore not included.